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SUPPORT BRANCH

MISSION

The Support Branch is responsible for providing general data management and movement support.

FUNCTIONS

The Support Branch shall:

1. Maintain a complete master file of selected photography and by-products for the Center and Intelligence Community and selected files of other photographic material, with the capacity for handling extensive loan traffic.

2. Provide the Center with a secure document handling facility and necessary control systems for various sensitive types of materials.

3. Maintain an internal Center messenger service.

4. Provide a central courier service for the handling of extremely sensitive materials throughout the Intelligence Community.

5. Receive and dispatch extremely sensitive materials from and to foreign and domestic intelligence installations in accordance with rigorously prescribed security control systems.

6. Conduct liaison with various security control officers within the Intelligence Community regarding the appropriate handling of intelligence materials.

7. Prepare for storage, transmit and control duplicate intelligence materials for the Center and Intelligence Community placed in safekeeping at the Central Intelligence Agency Relocation Site.

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REQUIREMENTS STAFF

MISSION

The Requirements Staff is responsible for providing support to components of the Center and to external users of photo intelligence products and services on matters concerning the initiation and processing of requirements, the handling and guidance of official visitors, and establishment and status reporting of Center projects.

FUNCTIONS

The Requirements Staff shall:

1. Guide and assist non-PIC users of photo intelligence products and services in the initiation and levying of requirements.

2. Guide and assist PIC components in the levying of outgoing requirements.

3. Receive requirements for photo intelligence products and services including the following actions:

   a. The screening of all incoming requirements with requestors in order to prevent duplication of effort and/or unwarranted work assignments.

   b. The formal acceptance of a requirement.

   c. Establishment of projects in coordination with action components.

   d. Assignment of project priority.

4. Coordinate incoming requirements among Agency, military service and other government components associated in the Center to ascertain interest in and the feasibility of joint analysis and reporting of photographic intelligence of common concern.

5. Represent Agency interest on the Joint Projects Requirements Committee of the Center and provide the committee with necessary secretarial and administrative assistance.

6. Maintain the Center project registry and provide periodic project status reports as directed.

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7. Maintain liaison with governmental and other organizations sponsoring substantive photographic intelligence programs.

8. Provide for the reception, guidance, and assistance for official visitors to PIC in support of CIA/PIC and military service components and in coordination with the Security Staff.

9. Schedule use of and maintain the Center Briefing Room, including responsibility for the security of the physical facility and intelligence materials stored therein.

10. Perform such other duties as are required by the Director of the Center.

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